

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**DCF REQUIREMENTS OF SLEPA CONTRACTS**

**TO:** Provider Agencies

**ORIGINAL DHS ISSUE DATE:** July 1, 1985

**FROM:** Director  
Office of Planning and Policy, DHS

**SUBJECT: Requirements of SLEPA Contracts**

The purpose of this memorandum is to reiterate the requirements of the State Law Enforcement Planning Agency (SLEPA) in contracts with Provider Agencies.

**A. Indirect Costs**

In general, SLEPA funding is limited to direct assignable costs of contract activities. This means that SLEPA contracts do not usually contain a provision for indirect or general and administrative (G&A) costs. Agencies which contract with both SLEPA and the Department of Human Services should plan for this carefully, since Department policies prohibit DHS Contracts from paying G&A costs in excess of the proportionate or "fair" share associated with DHS Contract activities.

**B. Assumption of Costs**

Funding of program activities by SLEPA is limited to 3 years with the second and third years at a reduced funding level. The agency must assume the reduced funding amounts for the second and third years with other, non-SLEPA funding. At the end of the second year, SLEPA requires that the agency continue the entire program with other, non-SLEPA funding. Further, SLEPA policy states that agencies must give detailed plans for their assumption of program costs in the first year application.

Agencies should not assume that the Department of Human Services will pick up any of the costs of continuing SLEPA-funded program activities. This is true even if the service and the client population are high priorities of the Department.

All requests to the Department for Contract funding must go through local and Departmental planning and approval procedures in effect at the time. The fact that a program is already operating with SLEPA funding will not be a significant factor in evaluating the program for DHS funding.

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In summary, entering into a contract with SLEPA entails careful planning by the agency, as spelled-out by SLEPA in its Application Guide. Two factors, in particular, which should be recognized in advance and planned for are SLEPA's policies on funding for indirect costs and agency assumption of program costs.